

REPORTING OF PROCUREMENT BY OTHER MEANS, VARIATIONS AND EXPANSIONS OF CONTRACTS

ANNEXURE B

Full Name of National/ Provincial Institution: National Library of South Africa

Name of Accounting Officer / Delegated Official: CEO: Dr. Ralph Links

Director/ Chief Director SCM: Seeiso. Tlali

Telephone number and email address: seeiso.tlali@nlsa.ac.za

Date: 17/08/ 2026

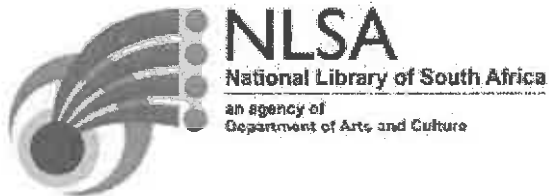
REPORTING OF PROCUREMENT BY OTHER MEANS

NO	Project Description	Name of Supplier	Contract Number	Reason for the procurement by other means	Value of contract	Award Date	Contract start date	Contract expiry
1	BOARD PERFORMANCE EVALUATION SERVICES	IODSA	N/A	SOLE SUPPLIER	R 313 225.50	28/07/2026	N/A	N/A

The Accounting Officer/ Authority confirms that the information captured in this report is a true reflection of the approved procurement by other means and the approved expansions and variations of contracts.



ACCOUNTING OFFICER/ AUTHORITY SIGNATURE



PURCHASE ORDER

ACCOUNT: MAAA0093656
ORDER NUMBER: 5980
REFERENCE:
DATE: 28/07/2026
DUE DATE: 28/07/2026
REP: SCM
PAGE: Page 1 of 1

National Library of South Africa

P.O BOX 397
PRETORIA 0001
TEL : 012 401 9700
FAX : 012 325 5702

THE INSTITUTE OF DIRECTORS IN

SOUTHERN AFRICA
144 KATHERINE STREET
SANDTON
2196
ZA

ATT: Presheen
VAT: 4060107978
Company Reg No. 1985/002734/08
TEL: 084 794 7132
MOBILE: 084 794 7132
Email: presheenr@iodsa.co.za

DESCRIPTION	QUANTITY	PRICE	TOTAL
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Board Performance Evaluation		313 225.50	313,225.50
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Total Discount:	0.00
Total (Excl VAT):	313,225.50
Total VAT:	0.00
TOTAL (ZAR)	313 225.50

Remarks:

Based On Purchase Request 6584. Based On Purchase Quotation 10507.

All goods and services works should be delivered within seven (7) days after receipt of PO and failure will result in the PO being cancelled and contract terminated.
All goods and services have to be received and cleared by our receiving department, once done email Iorraine your invoice at nlsa.accounts@nlsa.ac.za for payment.



REQUEST FOR DEVIATION

From the Supply Chain Management Policy of the National Library of South Africa
in Terms of PFMA SCM Instruction No. 03 of 2021/2022

Reference Number: _____ (To be completed by SCM)

Subject : Request for Approval of Procurement Deviation: Board Performance Evaluation Services
from IODSA

A. REQUESTER'S DETAILS

Requesting Department (e.g. Finance): OFFICE OF THE CEO

Requester's Name: HETISANI MANGOLELE

Requester's Designation/Position: BOARD SECRETARY

I hereby request the Chief Financial Officer or Chief Executive Officer to approve a deviation in terms of section 16A6.4 to 16A6.6 of the National Treasury Regulations for the following reasons (tick whichever is applicable):

a) Limited bidding i.e., sole supplier (Please provide confirmation)	
b) Written price quotations within the threshold determined by the National Treasury instructions	
c) Procurement that occurs in emergency situations and urgent cases i.e., where there is a threat to life or unforeseen circumstances	
d) Other means as per policy: (provide details under motivation)	X

Motivation

Approval is requested to deviate from the normal competitive procurement process and to approach the Institute of Directors South Africa (IoDSA) directly for the provision of Board Evaluation services. The Supply Chain Management (SCM) Unit undertook the prescribed competitive procurement process by issuing a Request for Quotation (RFQ) on two separate occasions to source a suitably qualified service provider. The first RFQ resulted in six (6) quotations being received and evaluated. As none of the bidders met the prescribed evaluation criteria, the RFQ was re-issued. The second RFQ resulted in four (4) quotations being received and evaluated. Once again, none of the bidders met the prescribed evaluation criteria. Accordingly, two competitive procurement processes failed to produce a responsive and suitable service provider.

Subsequently, IoDSA was approached to submit their proposal. The requested deviation is therefore motivated on the basis that the competitive procurement process was exhausted without achieving the desired outcome. IoDSA is the recognised custodian of the King Reports on Corporate Governance and has the requisite expertise, independence and experience to conduct Board Evaluations in accordance with leading corporate governance practices. In addition to its recognised governance expertise, IoDSA has submitted a cost-effective proposal. Therefore, request is sought to approve this deviation to ensure the timely appointment of a suitably qualified service provider.

This is however limited as follows:

Supplier(s): Institute of Directors South Africa

Amount: R313 225,50 (Three hundred and thirteen thousand two hundred and twenty-five rand and fifty cents.

Period: Approximately eight (8) – ten (10) weeks

NATIONAL LIBRARY OF SOUTH AFRICA

VAT Number: _____

Budget available: Yes

Action plan to prevent the deviation recurring:

Management will strengthen procurement planning by conducting early market research to identify suitably qualified service providers and obtain indicative pricing before initiating the procurement process.



Signature of Director/Manager of Department

17/07/2026

Date

B. EXECUTIVE DIRECTOR

RECOMMENDED		NOT RECOMMENDED	
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Comments:



Signature of Executive Director

Date

C. BUDGET APPROVAL BY FINANCE

SUPPORTED	X	NOT SUPPORTED	
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Comments:

Budget available under the Board



Manager: Finance

20 July 2026

Date

D. SUPPLY CHAIN MANAGEMENT

SUPPORTED	X	NOT SUPPORTED	
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Comments:


Manager: Supply Chain Management

20/07/2026

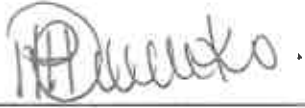
Date

E. CHIEF FINANCIAL OFFICER

RECOMMENDED	X	NOT RECOMMENDED	
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Comments:

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Signature of Chief Financial Officer

Acting ED: Finance & Corporate Services

23 July 2026

Date

F. NATIONAL LIBRARIAN AND CEO

APPROVED		NOT APPROVED	
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Comments:



Signature of National Librarian and CEO

23/07/2026

Date

G. LEGISLATION REQUIREMENTS

PFMA provides for circumstances in which a service provider may be appointed by other means other than an open public tender process. These instances are commonly referred to as deviations and are provided for in section 16A6.4 to 16A6.6 of the National Treasury Regulations. If in a specific case, it is impractical to invite competitive bidding, the Accounting Authority may procure the required goods and/or services by **other means**, provided that the reasons for deviating from inviting competitive bids must be recorded and approved by the Accounting Authority.

Procurement by other means included:

- Limited bidding i.e., Sole supplier

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- Written price quotations within the threshold determined by the National Treasury instructions and,
- Procurement that occurs in emergency situations and urgent cases i.e., where there is a threat to life or unforeseen circumstances.

COMPLIANCE CHECKLIST

	Yes/No
Completed SBD1 form – to be completed if a supplier is foreign / based in another country	
Fully completed SBD4 form	
Fully completed SBD6.1 form	
Registration on Central Supplier Database	
Tax compliance	
Verification that the supplier is not a restricted supplier and tender defaulter	
Sole supplier confirmation letter i.e., if a bidder is a sole supplier	